

~~CONFIDENTIAL~~

1-7-51

Executive Registry

1-4737

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

DATE: 9 January 1951

FROM : Advisor for Management

SUBJECT: Table of Organization Revisions (1-7-51, 10 min. TPAT. L. C. R. V. S.)

1. The attached request for table of organization increase was submitted by the Chief, Administrative Services.

2. This table of organization increase will provide for additional clerical support, telephone operators, truck drivers and couriers because of increased workload of the Division.

3. This office has examined the request and finds it to be justified.

4. The request provides for an increase of ☐ positions, ☐ as follows.

25X1

GS-5
GS-4
GS-3
UG-11
UG-9
TOTAL

On Duty
In process and
awaiting EOD

TOTAL

25X1

5. The Comptroller and Classification Officer concur.

25X1

Att: 15 Dec 50 (Memo)
4 Jan 51 (Memo)

17 Jan 51
C. H. W. S.
J. D. A.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 4 NO CHANGE
IN CLASS X DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 1/15/71 DATE 1/15/71 REVIEWED ☐ PEDOC. 02
NO. PGS 6 CREATION DATE _____ ORG COMP 30 GPI 32 ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3

25X1

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JAN 13 1951